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Level I Ergonomics Assessment Checklist for Warehouse and Service Areas	Survey Date (YYMMDD)	Workplace Identifier:	
<i>(use this space for mechanical imprint)</i>	Base	Organization	
	Workplace		
	Bldg. No/Location	Room/Area	
	AFSC/Job Series		
	Job Name:		
BEF Technician: _____ Sign			

Part I - Work Content (Description of Tasks Performed)

Technician:

Date:

For this section, work with the employee to determine those reoccurring jobs/tasks that are most difficult on the body. Ask the employee the following questions:

- “In terms of stress to the body, what are the most difficult, fatiguing jobs/tasks that you do?”
- “Which of those jobs/tasks do you perform on a regular basis (or occur most frequently)?”

Using the Warehouse and Service Areas Task Key List as a reference, write in the task names in the work content matrix below. If the employee mentions tasks which are not included on the Task Key List, write-in the additional tasks in the Task Key List.

Note: If the person mentions several jobs which each have multiple tasks, complete a separate checklist for each job.

For each task performed, determine the approximate task frequency using the following proportions of job time:

> 50 % (High): The total percentage of work time spent performing the task is greater than 50%.

10-50 % (Moderate): The total percentage of work time spent performing the task is between 10 and 50%.

< 10 % (Low): The total percentage of work time spent performing the task is less than 10%.

For each task, check the most appropriate circle in the Work Content Matrix below to indicate approximate task frequency. If lifting/high force exertions occur in the task, indicate by checking the appropriate circle.

WORK CONTENT MATRIX

<u>Task</u>	<u>Lifting / Exertion Occur in Task</u>	<u>Task Frequency</u> (Check one)		
		(Low) 0-9%	(Moderate) 10-50%.	(High) 51-100%
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

☐ = Critical tasks are indicated by the shaded boxes in the Work Content Matrix. Critical tasks are tasks which occur greater than 10% of the job time or which involve lifting or high forces.

ONLY COMPLETE THE CHECKLIST FOR CRITICAL TASKS.

LOW FREQUENCY TASKS WITH LIFTING OR EXERTION ARE SCORED AS MODERATE FREQUENCY.

Performance Measures

How is your performance measured? _____

Part I – Work Content (Description of Tasks Performed)

Warehouse and Service Task Key List

- | | |
|--|---|
| 1. Bagging | 12. Lubricating |
| 2. Baking | 13. Molding |
| 3. Commissary/Meat Cutting | 14. Packing/Shipping |
| 4. Cooking (Food Preparation) | 15. Palletizing |
| 5. Cooking (Short Order Grill) | 16. Patient Handling |
| 6. Dishwashing | 17. Picking/Stocking |
| 7. Food Serving | 18. Scanning Bar Code Reader (Hand-held) |
| 8. Fork Truck Operating (sitting) | 19. Scanning (Stationary)/Tendering Money |
| 9. Fork Truck Operating (standing) | 20. Transporting Loads On Non-Powered Carts |
| 10. Inspect and Repair Support Equipment | |
| 11. Loading/Unloading | 22. Lifting |

Part II - Checklist, Shoulder / Neck

Job Factors

For each Job Factor, select the appropriate Job Factor frequency score using the following guidelines:







Frequently (F): Job Factor occurs for greater than 50% of the task

Sometimes (S): Job Factor occurs for 10-50% of the task

Occasionally (O): Job Factor occurs for less than 10% of the task

Never (N): Job Factor does not occur or does not apply

Critical Tasks

Job Factor		Task Name:		Task Name:		Task Name:		Comments	
		Task Frequency		Task Frequency		Task Frequency			
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%		
	1. Reaching <i>repeated reaching or arms held continuously away from body while unsupported</i>								
	<i>Below shoulder level (arm 30-90° away from body)</i>	F S O N 1 1 0 0	F S O N 3 2 1 0	F S O N 1 1 0 0	F S O N 3 2 1 0	F S O N 1 1 0 0	F S O N 3 2 1 0		
	<i>Above shoulder level (arm > 90° away from body)</i>	F S O N 3 2 1 0	F S O N 4 3 1 0	F S O N 3 2 1 0	F S O N 4 3 1 0	F S O N 3 2 1 0	F S O N 4 3 1 0		
 	2. Arm forces: Repeated arm forces exceeding 10 lb. (4.5 kg.) (e.g. roughly equivalent to lifting a gallon of milk) or Holding/carrying materials exceeding 25 lb. (11.3kg.) for more than three steps	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0		
	3. High speed, sudden shoulder movements (e.g., opening a stuck door, pulling and yanking on a bed linens to remove them)	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0		
	4. Head/neck bent, tilted, or twisted (>10°) (e.g., scale display too high or too far away from scale)	F S O N 3 2 1 0	F S O N 6 3 1 0	F S O N 3 2 1 0	F S O N 6 3 1 0	F S O N 3 2 1 0	F S O N 6 3 1 0		
	Task Scores = (column total)								

Part II - Checklist, Hands/Wrists/Arms

Job Factors

For each Job Factor, select the appropriate Job Factor frequency score using the following guidelines:




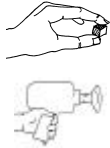
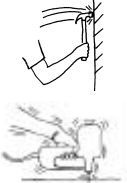
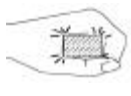
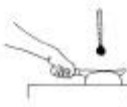
Frequently (F): Job Factor occurs for greater than 50% of the task

Sometimes (S): Job Factor occurs for 10-50% of the task

Occasionally (O): Job Factor occurs for less than 10% of the task

Never (N): Job Factor does not occur or does not apply

Critical Tasks

Job Factor		Task Name:		Task Name:		Task Name:		Comments	
		Task Frequency		Task Frequency		Task Frequency			
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%		
	5. Bent wrists/repeated wrist movements (>10° in any direction) or repeated forearm rotation (e.g., scanning groceries, washing dishes)	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0		
	6. Repeated manipulations with fingers (e.g., repetitive keying tasks, operating buttons on hand-held scanners)	F S O N 1 0 0 0	F S O N 2 1 0 0	F S O N 1 0 0 0	F S O N 2 1 0 0	F S O N 1 0 0 0	F S O N 2 1 0 0		
	7. Hyperextension of finger/thumb (e.g., using pliers with a wide handle span) or repeated single finger activation (e.g., single finger triggers on power tools)	F S O N 1 0 0 0	F S O N 3 1 0 0	F S O N 1 0 0 0	F S O N 3 1 0 0	F S O N 1 0 0 0	F S O N 3 1 0 0		
	8. Hand/grip forces <u>finger tip force:</u> > 2 lb. (.9 kg.) (e.g., 2 lb. is roughly equal to holding fingernail clippers closed) <u>full hand force:</u> > 8 lb. (3.6 kg.) (e.g., 8 lb. is roughly equal to holding a gallon of milk)	F S O N 3 1 0 0	F S O N 4 2 1 0	F S O N 3 1 0 0	F S O N 4 2 1 0	F S O N 3 1 0 0	F S O N 4 2 1 0		
	9. High speed hand/wrist/arm movements (e.g., yank a box open, using a packing tape dispenser) <u>or</u> Vibration, impact, or torque to the hand (e.g., using a nail gun)	F S O N 3 1 0 0	F S O N 5 2 1 0	F S O N 3 1 0 0	F S O N 5 2 1 0	F S O N 3 1 0 0	F S O N 5 2 1 0		
	10. Exposure to hard edges (e.g., tool handle or work area presses into fingers or hand, holding a box by cut-out handles or strapping)	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0		
	11. Hands and fingers exposed to cold temperatures (e.g., working outside in winter environment, working in freezers, meatpacking)	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0		
Task Scores = (column total)									

Part II - Checklist, Back/Torso

Job Factors

For each Job Factor, select the appropriate Job Factor frequency score using the following guidelines:

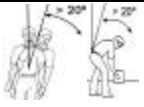


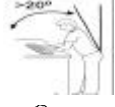




Frequently (F): Job Factor occurs for greater than 50% of the task

Sometimes (S): Job Factor occurs for 10-50% of the task

Occasionally (O): Job Factor occurs for less than 10% of the task

Never (N): Job Factor does not occur or does not apply

Critical Tasks

Job Factor	Task Name:		Task Name:		Task Name:		Comments	
	Task Frequency		Task Frequency		Task Frequency			
	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%		
 12. Repeated forward or side-ways bending movements (>20°) (e.g. lifting from floor level)	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0		
 13. Twisting of the lower back (e.g. rushing while lifting, pulling, open a stuck door)	F S O N 3 1 0 0	F S O N 4 2 1 0	F S O N 3 1 0 0	F S O N 4 2 1 0	F S O N 3 1 0 0	F S O N 4 2 1 0		
 14. High speed, sudden movements with the back <u>or</u> Handling awkward, uneven or shifting loads, (e.g., lifting patients, lifting boxes larger than 30")	F S O N 3 2 2 0	F S O N 4 3 2 0	F S O N 3 2 2 0	F S O N 4 3 2 0	F S O N 3 2 2 0	F S O N 4 3 2 0		
 15. Static, awkward back postures (for >10 sec at a time) While standing, continuous leaning forward or to the side (>20°) or While seated, continuous leaning forward (>20°) or poor lower back posture	F S O N 2 1 0 0	F S O N 6 2 1 0	F S O N 2 1 0 0	F S O N 6 2 1 0	F S O N 2 1 0 0	F S O N 6 2 1 0		
16. Lifting forces								
 <ul style="list-style-type: none"> 50-70 lb. (22.7-31.8 kg.) while upright w/ load close to body <u>or</u> 10-40 lb. (4.5-18.1 kg.) while bending or reaching 	F S O N 3 2 2 0	F S O N 4 3 2 0	F S O N 3 2 2 0	F S O N 4 3 2 0	F S O N 3 2 2 0	F S O N 4 3 2 0		
 <ul style="list-style-type: none"> > 70 lb.(31.8 kg.) while upright w/ load close to body <u>or</u> > 40 lb. (18.1 kg.) while bending or reaching 	F S O N 6 5 4 0	F S O N 7 6 4 0	F S O N 6 5 4 0	F S O N 7 6 4 0	F S O N 6 5 4 0	F S O N 7 6 4 0		
 17. Pushing or pulling (initial force > 50 lb. (22.7 kg.) (e.g. pushing/pulling a full two-drawer file cabinet across a carpeted floor)	F S O N 3 2 1 0	F S O N 4 3 2 0	F S O N 3 2 1 0	F S O N 4 3 2 0	F S O N 3 2 1 0	F S O N 4 3 2 0		
 18. Whole body vibration felt through floor surface (e.g. operating a fork truck)	F S O N 2 1 0 0	F S O N 4 2 1 0	F S O N 2 1 0 0	F S O N 4 2 1 0	F S O N 2 1 0 0	F S O N 4 2 1 0		
Task Scores = (column total)								

Part II - Checklist, Legs/Feet

Job Factors

For each Job Factor, select the appropriate Job Factor frequency score using the following guidelines:





Frequently (F): Job Factor occurs for greater than 50% of the task

Sometimes (S): Job Factor occurs for 10-50% of the task

Occasionally (O): Job Factor occurs for less than 10% of the task

Never (N): Job Factor does not occur or does not apply

Critical Tasks

Job Factor		Task Name:		Task Name:		Task Name:		Comments
		Task Frequency		Task Frequency		Task Frequency		
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	
	19. Fixed position, standing static effort in legs (e.g. standing for prolonged periods)	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0	
	20. Exposure to hard edges on legs, knees, and feet (e.g., kneeling on a hard surface, leaning against a hard edge, exposure to hard front edge of seat) <u>or</u> Standing on hard surfaces.	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	
	21. Awkward leg postures (e.g. kneeling or squatting)	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	F S O N 2 1 0 0	F S O N 5 2 1 0	
	22. Awkward foot postures (e.g., using foot pedal while standing, squatting, standing on tip toes)	F S O N 1 0 0 0	F S O N 3 2 1 0	F S O N 1 0 0 0	F S O N 3 2 1 0	F S O N 1 0 0 0	F S O N 3 2 1 0	
	Task Scores = (column total)							

Part II - Checklist, Head/Eyes

Job Factors

For each Job Factor, select the appropriate Job Factor frequency score using the following guidelines:



Frequently (F): Job Factor occurs for greater than 50% of the task

Sometimes (S): Job Factor occurs for 10-50% of the task

Occasionally (O): Job Factor occurs for less than 10% of the task

Never (N): Job Factor does not occur or does not apply

Critical Tasks

Job Factor		Task Name:		Task Name:		Task Name:		Comments	
		Task Frequency		Task Frequency		Task Frequency			
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%		
	23. Difficult to see/light levels too low /glare (e.g. searching under vehicles for lubrication points)	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0		
	24. Intensive visual tasks, staring at work objects for long periods (e.g., visual inspection of small parts)	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0	F S O N 2 1 0 0	F S O N 3 2 1 0		
	Task Scores = (column total)								

Part III - Environmental

Environmental Factors

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
25. Restricted space	0	0	0	1	4
26. Extreme temperatures heat/cold	0	0	0	1	4
27. Noise or distractions	0	0	0	1	4
28. Air quality concerns	0	0	0	1	4

Environmental Score =

Environmental Rating

Environmental Score

Low	Med	High
0-3	4-7	8+

Part IV - Employee Suggestion

Ask the employee for any suggestions for corrective actions that they may have.

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ERGONOMIC SUMMARY REPORT

Technician _____

Date _____

Job Description _____

Scoring Summary: Transfer scores from individual scoring sheets.

Body Region	Task Scores				Priority Score by Body Region	Priority Rating by Body Region
	Task Name:	Task Name:	Task Name:	Task Name:	Add across row and divide by # of tasks for average	High: 8+ Med: 4-7 Low: 0-3
<u>Shoulder/Neck</u>					=	High Med Low
<u>Hand/Wrist/Arm</u>					=	High Med Low
<u>Back/Torso</u>					=	High Med Low
<u>Legs/Feet</u>					=	High Med Low
<u>Head/Eyes</u>					=	High Med Low

Select the highest body region score for each task then circle below for High, Med, Low	Highest Score	Highest Score	Highest Score	Highest Score
High: 8+ Med: 4-7 Low: 0-3	High Med Low	High Med Low	High Med Low	High Med Low

Environmental Rating
High Med Low

Overall	
Highest Priority Score by Body Region	Overall Priority Rating
	High
	Med
	Low

Corrective Action List (Warehouse and Service Areas)

Select the corrective action from the **case studies** pages paying particular attention to the body regions that are primary and secondary concerns. Place a ✓ in the appropriate boxes below as you select from each case study.

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
1. Alternate between sitting and standing tasks			A.5.2.4
2. Avoid high force tasks while seated			A.5.2.4
3. Change a pinch grip to a power grip			
4. Change lifting/carrying task into a rolling or sliding task			A.5.2.7
5. Change posture frequently			A.5.2.4
6. Call for assistance if necessary			
7. Direct cold air away from the hands			A.5.1.2
8. Distribute intensive activities throughout the process			A.5.2.4
9. Eliminate exposure to hard edges			A.5.2.9.3
10. Eliminate need to constantly hold trigger			A.5.1.2
11. Eliminate unnecessary tasks			
12. Encourage appropriate seasonal clothing			
13. Encourage ergonomic work techniques			
14. Encourage person to have visual disorders corrected			
15. Heat metal/material to make more pliable			
16. Improve cleat design			
17. Improve floor condition			
18. Improve visual access to work			A.5.2.10

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
19. Improve wheel condition			A.5.1.5
20. Incorporate rest pauses			
21. Increase handle length to improve leverage			A.5.1.2
22. Increase light levels			A.5.2.10
23. Increase room temperature			
24. Increase size of work surface			
25. Increase task variety			A.5.2.4
26. Increase weight of work piece			
27. Lower light levels			A.5.2.10
28. Lower the chair			A.5.2.5
29. Lower the handle			A.5.2.2
30. Lower the monitor/screen			
31. Lower the person			A.5.2.5
32. Lower the work piece/work surface			A.5.2.5
33. Maintain bolts and screws			
34. Maintain hand tool/power tools			A.5.2.2
35. Maintain tracks, rollers, and movement mechanisms			
36. Minimize material which must be removed manually			A.5.2.7
37. Modify facilities to decrease handling			
38. Move closer to the work location			A.5.2.3 A.5.2.9
39. Move monitor/screen closer to body			
40. Move monitor/screen further away from			

Corrective Action List (Warehouse and Service Areas) Cont'd

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
body			
41. Move work piece closer to body			
42. Obtain patient's assistance			A.5.2.12
43. Place the trigger/switch to allow a comfortable hand/arm position			A.5.1.2
44. Position mouse/input device next to the keyboard			
45. Position the monitor/screen in front of the body			
46. Provide a ball-bearing rotation table			
47. Provide a carrying container for tools/supplies			A.5.2.7
48. Provide a cart			A.5.1.4 A.5.2.7
49. Provide a flat/level keyboard			
50. Provide a foot pedal which requires the correct amount of force to use			A.5.2.6
51. Provide a foot pump			A.5.2.6
52. Provide a footrail or footrest			A.5.2.6
53. Provide a full-sized input device			
54. Provide a high friction gripping surface			A.5.2.2
55. Provide a hook-type tool to pull items			
56. Provide a keyboard which does not require excessive keying forces			
57. Provide a larger worksurface			
58. Provide a lighter weight door			
59. Provide a lighter weight tool			A.5.1.2
60. Provide a magnifying glass			
61. Provide a mechanical lift			A.5.1.1 A.5.1.6

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
device			
62. Provide a multi-finger trigger			A.5.1.2
63. Provide a padded, compressible surface to lay on			
64. Provide a padded, compressible surface to sit on			A.5.2.4
65. Provide a palm rest			
66. Provide a power tool			A.5.1.2
67. Provide a powered cart			A.5.1.4
68. Provide a shorter handle to reduce arm movement			A.5.1.2
69. Provide a smaller container			A.5.2.7
70. Provide a spring release mechanism on pliers-type tools			A.5.1.2
71. Provide a storage bag which is easy to pack/unpack			
72. Provide a swivel connection for air hose			A.5.2.2
73. Provide a telephone head set			
74. Provide a tool that minimizes exposure to vibration/impact/torque			A.5.1.2
75. Provide a tool which can be used with both hands			A.5.1.2
76. Provide a tool which requires minimal force to use			A.5.1.2
77. Provide a tool with an appropriate handle angle			A.5.1.2
78. Provide a wheel barrow			A.5.1.4
79. Provide a work surface which is adjustable in height			A.5.1.3 A.5.2.5
80. Provide adequate leg clearance			A.5.2.9
81. Provide adequate toe clearance			A.5.2.9

Corrective Action List (Warehouse and Service Areas) Cont'd

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
82. Provide adequate work space			
83. Provide an adjustable height lift table			A.5.1.3
84. Provide an adjustable mirror			
85. Provide an alternative keyboard			
86. Provide an appropriate anti-fatigue mat			A.5.2.9
87. Provide an appropriate chair/stool			
88. Provide an appropriate handle diameter			A.5.1.2 A.5.2.2
89. Provide an appropriate handle grip span on pliers-type tools			A.5.1.2
90. Provide an auxiliary table			
91. Provide anti-vibration materials			A.5.2.2
92. Provide appropriate abrasive material			
93. Provide appropriate gloves			A.5.2.11
94. Provide appropriate handles			A.5.1.2
95. Provide appropriate knee protection			
96. Provide appropriate shoe inserts			
97. Provide appropriate solvent solution			
98. Provide automatic or semi-automatic feed for fasteners			
99. Provide bolt and screw head designs which are durable			
100. Provide computer glasses			
101. Provide controls which do not require excessive forces			

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
102. Provide displays which are readable and easy to understand			
103. Provide extensions for tools			A.5.2.2
104. Provide handles with insulating material			A.5.1.2
105. Provide portable heaters			
106. Provide powered assistance for a manual activity			A.5.1.1 A.5.1.3 A.5.1.6
107. Provide powered or mechanical assistance for door			
108. Provide protection from glare from natural light			A.5.2.10
109. Provide protection from glare from overhead lights/task lights			A.5.2.10
110. Provide shields or barriers from the wind			
111. Provide support for reference documents			
112. Provide support for the arms			A.5.2.9
113. Provide support for the cable or hose			A.5.2.2
114. Provide support for the head			
115. Provide support for the lower back			A.5.2.4
116. Provide support for the tool			A.5.1.2
117. Provide support for the upper body			
118. Provide support for the work piece			A.5.2.5
119. Provide wheels			A.5.1.5
120. Raise the chair			A.5.2.5
121. Raise the handle			A.5.2.2
122. Raise the monitor/screen			
123. Raise the person			A.5.2.5
124. Raise the work piece/work surface			A.5.1.3 A.5.2.5
125. Recess container into work surface			

Corrective Action List (Warehouse and Service Areas) Cont'd

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
126. Reduce carry distance			
127. Reduce depth of storage container			A.5.2.7
128. Reduce force required to install or remove the component			
129. Reduce number of fasteners used			
130. Reduce the angle a person has to turn to transfer an item			A.5.2.7
131. Reduce weight of work piece			
132. Remove obstructions			A.5.2.3
133. Replace abrasive or cutting material frequently			
134. Replace standing foot pedals with alternative controls			A.5.2.6
135. Reposition foot pedal			A.5.2.6
136. Rotate the work piece			
137. Sharpen blades frequently			
138. Stand to perform task			A.5.2.4
139. Store materials in the same orientation in which they are used			

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
140. Use alternative fasteners			
141. Use heavy excavation equipment (e.g., back hoes)			
142. Use two or more persons to perform the transfer			A.5.2.7
143. Wear appropriate shoes			
144. Provide a machine/automate			
145. Modify foot pedal			A.5.2.6
146. Angle the worksurface			A.5.2.5
147. Provide an alternate container			A.5.2.7
148. Provide appropriate equipment			A.5.1
149. Provide appropriate tools			A.5.1.2
150. Re-design the work space			A.5.2.9
151. Reduce the weight of the load on the cart			A.5.1.4
152. Relocate the work			
153. Use a desk-based tape dispenser instead of a hand-held dispenser			

LEVEL I ERGONOMICS ASSESSMENT SUMMARY AND RECOMMENDATIONS

Date (YYMMDD)		Workplace Identifier:	
<i>(use this space for mechanical imprint)</i>		Base	Organization
		Workplace	
		Bldg. No./Location	Room/Area
		AFSC/Job Series	Job Name:

CRITICAL TASKS IN PRIORITY ORDER						
Task Name	Task Rating	Body Regions and Ratings (Circle one for each region)				
		Shoulder/Neck	Hands/Wrists /Arms	Back/Torso	Legs/Feet	Head/Eyes
1.	High Med	High Med	High Med	High Med	High Med	High Med
2.	High Med	High Med	High Med	High Med	High Med	High Med
3.	High Med	High Med	High Med	High Med	High Med	High Med
4.	High Med	High Med	High Med	High Med	High Med	High Med

OVERALL JOB RATING		
RATING: High Medium (Circle one)	PRIORITY BODY REGION: SHOULDER/NECK HAND/WRIST/ARM (circle one) LEGS/FEET BACK/TORSO HEAD/EYES	

- Findings are consistent with results from Job Requirements and Physical Demands Survey (PHF): ☐ Yes ☐ No ☐ N/A
 Comment: _____
- Findings are consistent with AF Occupational Illness Investigation: ☐ Yes ☐ No ☐ N/A
 Comment: _____

RECOMMENDATIONS FOR FOLLOW-UP	
Modifications and adjustments _____ _____ _____ _____ _____ Expected Benefits <input type="checkbox"/> Health/Safety (Check all that apply) <input type="checkbox"/> Productivity/Quality	Major changes and/or purchases _____ _____ _____ _____ _____ Expected Benefits <input type="checkbox"/> Health/Safety (Check all that apply) <input type="checkbox"/> Productivity/Quality
BEF (Sign) _____	